

School of Computer Science and Engineering

Workload Committee – Terms of Reference

1. Purpose

The CSE Workload Committee (Committee) is a subcommittee of the Education Committee, and through that committee, indirectly reports to the Head of School.

2. Roles and Responsibilities

2.1. The main responsibility of the Committee is to:

- a. Develop a workload formula consistent with the UNSW (Academic Staff) Enterprise Agreement 2023 (the Agreement) and any relevant UNSW policies, ensuring that the formula is generally supported and collegially developed.
- b. Assist the Deputy Head of School (Education) in the fair, transparent and equitable allocation of teaching workloads, ensuring that workload allocations are balanced across school staff and across years.
- c. Record any reduction in teaching workload due to major leadership/service roles in the school, faculty or university.
- d. Monitor the teaching and major leadership/service workloads of all academic staff covered by the Agreement to ensure individual workloads are consistent with the Agreement and in accordance with the workload formula.
- e. Ensure that up to date individual workload allocations and their breakdowns are published regularly to all academic staff covered by the Agreement.
- f. Review the workload formula as needed to take account of changes in the nature and variety of education practices within the school and the impact of student numbers.
- g. Undertake, at the request of a staff member, a review of their workload to ensure consistency with the workload formula.

3. Composition

3.1. The Committee will comprise the following members:

- a. Chair (Appointed by Head of School, 2 year term)
- b. Head of School – ex officio
- c. Deputy Head of School (Education) – ex officio
- d. Associate Head of School (Education) – ex officio
- e. 1 Early Career Academic (1 year term)
- f. 1 Education Focused Academic (2 year term)
- g. 1 Academic responsible for online courses (2 year term)
- h. 1 Teaching and Research Academic (2 year term)

4. Meetings and Processes

4.1. The Committee will meet at least once per term, and report to the next Education Committee meeting.

4.2. Meetings to develop, review and revise the workload formula will be open to all academic staff covered by the formula and casual academics as appropriate.

4.3. Matters for discussion will be made available electronically.

4.4. A motion voted on is carried if supported by a simple majority of Committee members.

4.5. For any matter requiring a vote, the votes of all Committee members and the votes of all non-members participating in the meeting will be counted. Any discrepancy between the members and the non-members will be notified to the Education Committee Chair.

4.6. Meeting minutes will be approved by the Committee at a subsequent Committee meeting.

5. Reporting

5.1. The Committee will provide recommendations to the Education Committee within a reasonable timeframe to allow informed decision making.

6. Review

6.1. The Committee will review these Terms of Reference and its membership once per year to keep it current and consistent with the Committee's authority, objectives and responsibilities, and with UNSW policies and procedures. The Committee will make recommendations for any amendments to the Head of School.

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Workload Committee, CSE	XX.XX.2023	XX.XX.2023	All sections

